Community Notification







Welcome to the Missouri State Highway Patrol Sex Offender Registry Community Notification Program. This document will serve as a walkthrough for those interested in utilizing this service.

What is Community Notification?

- Public users that enroll in the Community
 Notification Program will receive e-mail updates
 concerning registered sexual offenders that live,
 work, or go to school in their area.
- Users may also have the option to enroll for email updates on a specific offender, whether the offender lives in their area or not.



Users utilizing the Community Notification Program will be required to create an account utilizing their e-mail address and a password. To begin click the link entitled "Click HERE to Enroll or Un-Enroll from Notifications" located on the main Community Notification page.



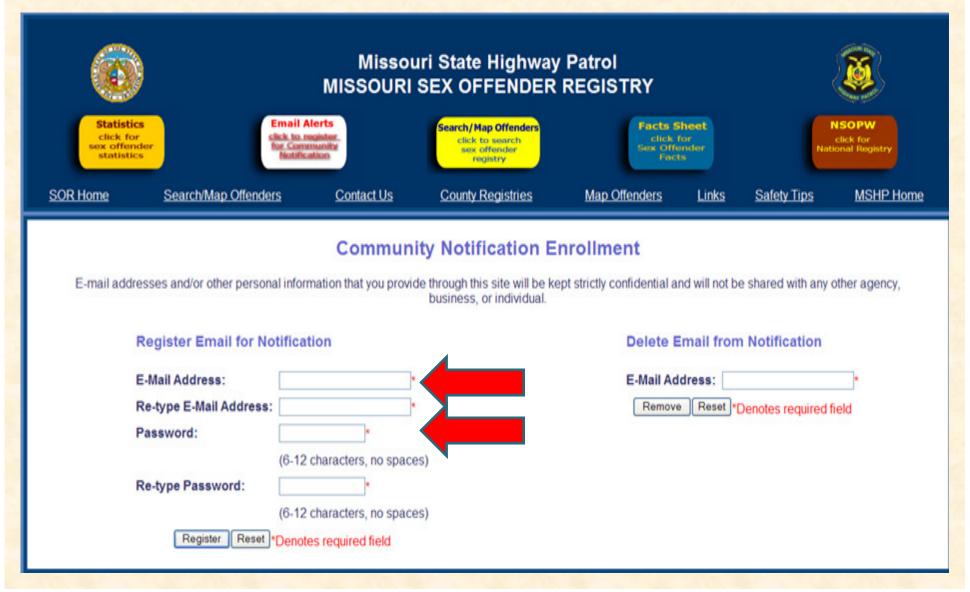
Community Notification

The Missouri State Highway Patrol Criminal Justice Information Services Division is proud to offer sex offender registry community notification access via this website. This **free service** allows the public to receive e-mail updates concerning registered sex offenders directly to their private e-mail address. For more information please visit the <u>Sex Offender Registry Fact Sheet</u>. To enroll, select the link below. You will be asked to provide an e-mail address along with a password that will be used to create/modify your settings for this service.

Click HERE to Enroll or Un-Enroll from Notifications or Log-in below to Change Prior Notification Settings

| Access your Notification Settings |
|---|
| Email: Password: |
| Log-In User Manual |
| Forgot your password? Click <u>here</u> |

To register, you will need to provide the e-mail address that you would like your community notification alerts sent to. In addition you will need to provide a password that will be used to manage your community notification options. Please choose a password that is easy for you to remember.



 From:
 no-reply@mshp.dps.mo.gov

 To:
 john.smith@new-user.com

 Date:
 09/15/2010 02:55 PM

Subject: ADD to 'Sex Offenders Community Notification' email confirmation

*** Please do not reply to this auto-generated email. ***

This email is in response to your submission for Community Notification registration. Your email registered with the Missouri State Highway Patrol is:

john.smith@new-user.com

Your logon userid is: john.smith@new-user.com

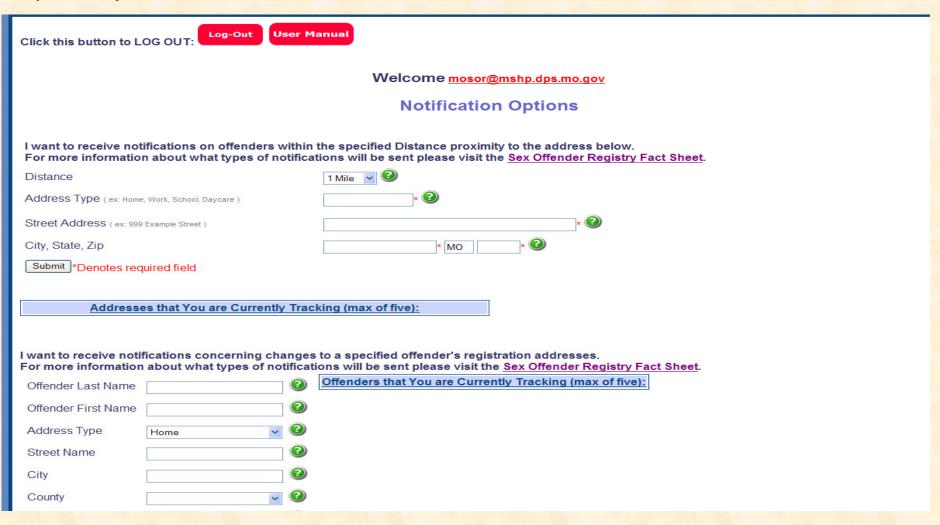
Please CLICK the link below (or copy and paste the link into your browser's address box) to confirm the validity of your submitted email for Community Notification registration. If link doesn't work when clicked, just copy and paste it in the browser's address field.

https://www.mshp.dps.missouri.gov/CJ38Comm/UserRegistration?uid=58&verified=Y

Once you enter your e-mail address and password the Community Notification system will attempt to confirm your e-mail address. Please log-in to your e-mail account and click the link provided in the confirmation e-mail to continue with the set-up process.

Once you have confirmed your e-mail address you will be able to log-in to set up your community notification options. Participants in the Community Notification System may choose to track up to five addresses and/or up to five specific offenders.

If you have questions about any of the fields, hovering over any of the green question marks will provide you with more information.



| , | | | | | | |
|--|---|--|--|--|--|--|
| | Click this button to LOG OUT: Log-Out User Manual | | | | | |
| | Welcome mosor@mshp.dps.mo.gov | | | | | |
| | Notification Options | | | | | |
| | | | | | | |
| | I want to receive notifications on offenders within the specified Distance proximity to the address below. For more information about what types of notifications will be sent please visit the <u>Sex Offender Registry Fact Sheet</u> . | | | | | |
| | Distance 1 Mile 🕶 ② | | | | | |
| | Address Type (ex: Home, Work, School, Daycare) Work * | | | | | |
| | Street Address (ex: 999 Example Street) 1510 East Elm Street | | | | | |
| | City, State, Zip Sefferson City * MO 65102 * 2 | | | | | |
| | Submit *Denotes required field | | | | | |
| Distance: To enter an address you will need to first set the address radius. Community Notification alerts will be sent to your e-mail address anytime that an offender moves into or out of the radius around the address you are adding. Please note: the larger the radius, the more e-mail alerts you are likely to receive. In urban areas a smaller radius is recommended, in rural areas a large radius may be more beneficial. | | | | | | |
| ☐ Address Type: This is a free-text field. The user may add a name of their choice to identify the address ie. Home, Work, School, Daycare, etc. | | | | | | |
| C | Street Address: The address that the user would like to track. | | | | | |
| C | City, State, Zip: The City, State, and Zip Code of the address. | | | | | |

| ☐ Once an address is added it will appear under the heading "Addresses that You are Currently Tracking". You may update the radius and/or other information concerning the address at anytime from this menu. ☐ Anytime a change is made to one of your notification settings you will receive an e-mail alert confirming the change within 24 hours. | | | | | | | |
|--|--|-------------------|----------|--|--|--|--|
| Click this button to LOG OUT: Log-Out User M | anual | | | | | | |
| | Welcome moso | r@mshp.dps.mo.gov | | | | | |
| | Notification | on Options | | | | | |
| I want to receive notifications on offenders within For more information about what types of notificat | | | | | | | |
| Distance | 1 Mile 💌 🕗 | | | | | | |
| Address Type (ex: Home, Work, School, Daycare) | * ? | | | | | | |
| Street Address (ex: 999 Example Street) | | * ② | | | | | |
| City, State, Zip | * MO | * ② | | | | | |
| Submit *Denotes required field | | | | | | | |
| Modifications to your notification settings have been saved. You will receive an e-mail within 24 hours confirming your changes. | | | | | | | |
| address type street address | Addresses that You are Currently Tracking (max of five): address type street address city MO, zip 1 Mile Update 2 | | | | | | |
| 1 Work 1510 East Elm Street | Jefferson City | MO 65102 1 Mile | Delete ② | | | | |
| | | | | | | | |

Example of a Community Notification Alert:

This e-mail is to alert you that a sexual offender has registered a home, work, or school address in close proximity to an address that you have chosen to track through the Missouri State Highway Patrol Sex Offender Registry Community Notification Program.

MISSOURI STATE HIGHWAY PATROL COMMUNITY NOTIFICATION EMAIL ALERT

THE OFFENDER(S) LISTED BELOW HAVE REGISTERED AN ADDRESS IN CLOSE PROXIMITY TO ONE OR MORE OF THE ADDRESSES YOU HAVE CHOSEN TO TRACK

Affected Address: Home View Map

| Address | City | State | Zip |
|----------------------|----------------|-------|-------|
| 1510 East Elm Street | Jefferson City | MO | 65101 |

New Offender(s) in Proximity to Affected Address: Home

| Name Type | | Address | Offense | Proximity | |
|---------------------|--|------------------|----------------|-------------------|-------------|
| John Q. Public Home | | 1234 Address Ave | Sexual Assault | Less than 1000 ft | View Record |

Frequently Asked Questions

Q. Why Did I Receive this E-mail?

A. You have received this e-mail because you are a participant in the Missouri State Highway Patrol Community Notification Program. This program will automatically alert you via e-mail of registered sexual offenders who register a home, work, or school address that is in close physical proximity to a physical address that you have chosen to track. You may track up to five separate physical addresses as part of this program. Alternatively, you may choose to track up to five registered sexual offenders, regardless of their proximity to your address. To change your account settings click here to log-in.

| | Alternatively, you also have the option to register for a specific offender. You will then be notified anytime the offender's school, work, or home address changes. | | | | | |
|----------------------------------|--|-------|--|--|--|--|
| ☐To register for below. | an offender you n | nay e | enter any of his or her information into the search boxes | | | |
| ☐Hitting Offenderiteria entered. | er Search will ther | n bri | ng up a list of Missouri Sex Offenders that match the | | | |
| | | | | | | |
| | _ | | to a specified offender's registration addresses. ions will be sent please visit the <u>Sex Offender Registry Fact Sheet</u> . | | | |
| Offender Last Name | | 3 | Offenders that You are Currently Tracking (max of five): | | | |
| Offender First Name | | 2 | | | | |
| Address Type | Home | 3 | | | | |
| Street Name | | ? | | | | |
| City | | ? | | | | |
| County | ~ | ? | | | | |
| Zip Code | | 3 | | | | |
| Offender Search | | | | | | |
| | | | | | | |

| I want to receive notifications concerning changes to a specified offender's registration addresses. For more information about what types of notifications will be sent please visit the Sex Offender Registry Fact Sheet . | | | | | |
|--|------------|-----------------|---|--------|--|
| Offender Last Name | | 2 | Offenders that You are Currently Tracking (max of | ive): | |
| Offender First Name | | ? | | | |
| Address Type | Home | 2 | | | |
| Street Name | | 2 | | | |
| City | | ? | | | |
| County | | · 2 | | | |
| Zip Code | | ? | | | |
| Offender Search | | | | | |
| | | | | | |
| Picture N | lame | Address Type | Full Address | Action | |
| Cunningham J Lawrence | r., Joseph | | | | |
| Cunningham J Smith, John | lr., Joe L | | | | |

| Picture | Ivame | Type | Full Address | Action |
|----------|--|------|--|------------------------|
| a | Cunningham Jr., Joseph Lawrence Cunningham Jr., Joe L Smith, John Cunningham, Hubbard Cunningham, Joe J Cunningham, Joe Cunningham Jr., Joe Cunningham, Jose R Cunningham Jr., Joseph Cunningham, Joe Lawrence | Home | 6943 Midwood, Hazelwood, MO, 63042, St. Louis | Track for Email Alerts |
| | Smith, John Robert Noncompliant offender | Home | , St Louis, MO, , St. Louis City | Track for Email Alerts |
| | Smith, John Mitchell Smith, John M Smith, John M Smith, Johnnie | Home | 1898 Northwest 255 Road, Kingsville, MO, 64061, Johnson | Track for Email Alerts |
| | Smith Jr., John Cecil Smith, John C | | | Track for Email Alasta |

☐ To register for a specific offender click the "Track for Email Alerts" Icon next to their name.

| For more information | fications concerning changes a about what types of notificat | tions will be sent pleas | se visit the <u>Sex Offen</u> | der Registry Fact Sheet. |
|--|---|--|-------------------------------|--------------------------|
| Offender Last Name Offender First Name | 2 | Offenders that You a John Mitchell Smith, | DOB: 12/01/1966 | Delete ② |
| Address Type Street Name | Home 2 | | | |
| City County | ② <u>v</u> | | | |
| Zip Code Offender Search | 2 | | | |
| ☐ When you have | e registered to track a | specific offender | their Name and | Date of Birth will |
| appear under the heading "Offenders that You are Currently Tracking". I You may track up to five specific sexual offenders via the Community Notification System. | | | | |
| | | | | |

Example of a Community Notification Alert for a Specific Offender:

This e-mail is to alert you that an offender that you are tracking through the Missouri State Highway Patrol Sex Offender Registry Community Notification Program has recently changed his/her home, work, or school address.

MISSOURI STATE HIGHWAY PATROL COMMUNITY NOTIFICATION ALERT

Offender 1:

| Name | Offense | Туре | Address | City/State | |
|----------------|----------------|--------|------------------|--------------------|--------------------|
| John Q. Public | Sexual Assault | Home | 1234 Address Ave | Jefferson City, MO | <u>View Record</u> |
| | | School | 5678 Address Ave | Jefferson City, MO | |

Work Address has changed to:

| Work | 910 Address Ave | Jefferson City, MO |
|-------|-----------------|---------------------|
| VVOIK | JIO Addiess Ave | Jenerson City, IVIO |

Frequently Asked Questions

Q. Why Did I Receive this E-mail?

A. You have received this e-mail because you are a participant in the Missouri State Highway Patrol Community Notification Program. This program will automatically alert you via e-mail of registered sexual offenders who register a home, work, or school address that is in close physical proximity to a physical address that you have chosen to track. You may track up to five separate physical addresses as part of this program. Alternatively, you may choose to track up to five registered sexual offenders, regardless of their proximity to your address. To change your account settings click here to log-in.

Frequently Asked Questions

Q: When will the Missouri State Highway Patrol Sex Offender Registry Community Notification System send me e-mail notifications?

A: The Community Notification System will send you an e-mail immediately when you initially enroll in order to confirm your e-mail address. If at any time you add or change an address or an offender that you are tracking, you will receive another confirmation e-mail within 24 hours. Lastly, anytime that that an offender moves into your selected radius or a specific offender that you are tracking changes their address information, you will receive an e-mail within 24 hours from the time that the information is entered into the Missouri Sex Offender Registry.

Q: I have enrolled my e-mail address and password in the community notification program but never received the initial confirmation e-mail to validate my account. What do I do?

A: Your e-mail account may have blocked the confirmation e-mail message due to a spam filter. If your e-mail account has a spam or junk folder you may need to check this folder for the confirmation message.

Q: What do I need to do if I forget my community notification enrollment password?

A: You may re-set your password by clicking on the following link: https://www.mshp.dps.missouri.gov/CJ38Comm/userRetrieval.jsp

You will need to provide your e-mail address and supply a new password. A confirmation e-mail will then be sent to your e-mail account. Once you click on the link contained in this e-mail your new password will take effect.

Frequently Asked Questions

Q: I entered an address but the system told me that it was unable to map the address I had entered. What should I do?

A: The Missouri State Highway Patrol makes every attempt to keep its mapping software up-to-date, however, occasionally new addresses, or addresses in rural areas will not be able to be mapped via this site. If this happens it is suggested that you attempt to use a different address that can be mapped that is near the address you are trying to track.

Q: How do I change the e-mail address where my alerts are sent?

A: At this time you cannot change the e-mail address associated with your account. Instead you will need to delete the e-mail address that you are currently using from the Community Notification System by using the following link:

https://www.mshp.dps.missouri.gov/CJ38Comm/userRetrieval.jsp

Once you have deleted your old e-mail address you may re-enroll with a new e-mail address.

Q: Can I receive alerts at multiple e-mail accounts?

A: At this time you cannot receive notification alerts at multiple e-mail accounts via one enrollment. However, you may still enroll each of your e-mail addresses separately to receive alerts.

Questions or Suggestions to Improve the Community Notification Program?

Contact the Missouri State Highway Patrol Sex Offender Registry Unit at:

Telephone: 1-888-SOR-MSHP (767-6747)

Or

E-mail: MOSOR@mshp.dps.mo.gov